

eliminating racism empowering women

ywca job description

YWCA of Kalamazoo
Michigan
353 E. Michigan Ave.
Kalamazoo, MI 49007

T: 269-345-5595
F: 269-345-8230
hr@ywcakalamazoo.org
www.ywcakalamazoo.org

Last Revised On: July 28, 2016

POSITION: **Contract Registered Nurse – Maternal Infant Health Program (MIHP)**

JOB CODE: **PC**

FUNCTION: Provides psychosocial and medical support, problem-solving assistance, and facilitation of referrals to MIHP clients.

QUALIFICATIONS:

1. Possess current Michigan license as a registered Nurse
2. Possess Masters of Science in Nursing (MSN) or Bachelors of Science Nursing (BSN)
3. At least 1 year of experience providing community health, pediatric, and/or maternal/infant nursing services
4. Comfortable with managing databases and knowledge of Microsoft Office
5. Ability to safely lift materials weighing up to 20 pounds
6. Demonstrated ability to organize systems
7. Effective communication skills
8. Proven ability to set priorities and fulfill responsibilities
9. Ability to make sound decisions and respond capably in crisis situations
10. Demonstrated ability to work with people of diverse backgrounds

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

RESPONSIBILITIES:

1. Participates in team reviews, staff meetings and staff trainings
2. Address the needs of clients in a prompt and timely manner
3. Coordinate medical care with medical care providers
4. Provides comprehensive psychosocial and nursing assessments
5. Develop and provide medical and parenting education to clients and staff
6. Assist with intake, follow-up, and direct services
7. Coordinate and assure the maintenance of program participant and program records, manage crisis situations, and collect data and prepare reports as required for the YWCA and MDHHS, funding and licensing sources.
8. Demonstrate professionalism, reliability, good judgment, tact, personal integrity, poise and ability to manage and prioritize in a multiple-demand position.
9. Work cooperatively with Program Director and other Supervisors toward continuous program, service and administrative improvement.
10. Remain flexible and manage changing priorities on a continuing basis.
11. Comply with applicable local, state and federal licensing/certification requirements and/or regulations.
12. Comply with Association policy regarding required reporting of child abuse.
13. Safeguard confidential information gained as a result of the job.
14. Work cooperatively with program participants, YWCA staff and volunteers.
15. As a YWCA employee, project a positive image of the Association and its programs to the community, the Association and the program.
16. Perform other duties as assigned.

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WORKING CONDITIONS:

1. Awareness of occupational exposure to blood and body fluids.

TRAINING REQUIREMENTS:

1. Successful completion of MIHP training requirements.*
2. Familiarization with YWCA Personnel Policies, Mission, Purpose and One Imperative.
3. Appropriate training and in-service which will occur during employment.

HOURS OF WORK: Full-time. Flexible as a response to program needs and as arranged with supervisor.

STARTING WAGE RANGE: \$40 per visit

FLSA STATUS: Non-Exempt

DEPARTMENT: YW-Women's Initiatives

SUPERVISED BY: Program Director – Women's Initiatives

TO APPLY: Email resume and cover letter to hr@ywcakalamazoo.org